

C-O-N-F-I-D-E-N-T-I-A-L

5 April, 1955

*file
clerks*

TO : All Personnel, D/I; Special Attn. Clerical Personnel
FROM : Chief, D/I
SUBJECT : Typing and Submission of Reports

REF: Part III, D/I Interim Instructions for Report Writing, 5 April 1955
REF: D/I Memorandum, "Typing and Submission of Reports," 12 May 1951

1. You are reminded that projects being submitted for review and publication must be sent to D/I in original and two (2) copies, together with (a) the transmittal sheet, (b) the certification of classification, (c) the statement of coordination, and (d) the Branch Chief's memorandum of evaluation.

2. Unless otherwise specified by the requestor, contributions to Office-wide projects, current support memorandums, and the like, should be submitted to D/I in original and two copies, with an additional copy for the D/I files. A D/I file copy should always be included.

3. All drafts of all projects should be typed with at least four carbons. This policy, if followed consistently, will result in a considerable saving of retyping time.


4. This is the time of year when the typing load is heaviest, and D/I is currently suffering from a shortage of clerical personnel. In fairness to the typists, all Branches are urged to estimate their typing requirements and attempt to schedule the work evenly over the next few months.



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Distribution:

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